



JOB SPECIFICATION

BUILDING INSPECTOR

Code 17220
Grade GS 51

General Purpose

Under general supervision, conduct site inspections of commercial or residential construction projects to enforce compliance with municipal, state and federal building codes and regulations.

Typical Duties:

Conduct on the job inspections of assigned new and remodeled sites and structures at different stages of construction project. Involves: Conduct inspections of assigned building and structural portion of new and remodeled sites and structures. Review plans and specifications, materials, layouts and equipment. Perform inspections of construction projects for compliance with occupational health and safety requirements. Inform, explain and interpret code requirements for project superintendents, contractors, architects, engineers, homeowners and the public. Provide uniform conformance to building codes, standards and regulations. Investigate and respond to complaints regarding illegal construction, safety or hazardous conditions. Issue stop orders, corrective action or citation depending on the situation. Testify in court and before City boards and Commissions, as required.

Issue red tags, stop work orders, correction notices or citations as required when construction does not meet Technical or Municipal codes, zoning ordinances, local ordinances or plans. Involves: Refer citations not signed by defendants to police department for service. Confer with contractors issuing verbal and written corrections as needed. Investigate work, as assigned and during daily inspections to assure construction is being performed by licensed contractors with a City-issued permit and in compliance with requirements. Sign permits if all construction is in compliance. Maintain applicable database, records and files. Research prior inspections for approval/disapproval. Attend training and meetings. Maintain certifications.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of the principles, methods and materials of residential and/or commercial construction projects.
- Application of considerable knowledge of national, state and local regulations and professional standards related to residential, commercial or public facilities construction including planning and accessibility.
- Application of some knowledge of public relations methods.
- Application and use of standard building construction and measurement instruments; and computerized field data collection devices.
- Application of good knowledge of computers, email, internet and appropriate software.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, building codes, ordinances and standards.
- Interpretation of building plans, blueprints and diagrams specific to a variety of building codes and regulations.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.
- Clear, concise oral and written communication to present technical instruction and direction to project foreman, superintendent, contractors, architects, engineers and homeowners, and prepare reports.



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Other Job Characteristics

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate members of the public.
- Regular driving through City traffic.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and two (2) years journey, master, or supervisory level building trades experience, or two (2) years code compliance experience and one (1) ICC certification or a construction related degree from an accredited technical or academic institution.

Licenses and Certificates: International Code Council Residential Building Inspector Certification required within six (6) months of date of appointment and Commercial Building Inspector or Combination Building Inspector within (1) year of appointment. Valid Texas Class "C" Driver's License or equivalent from another state.